



Career mentoring

Alumni to student support

Mentee handbook

Welcome to Career mentoring at Cranfield

Thank you for your interest in joining Cranfield's Career mentoring programme. As a mentee, you'll experience a wide range of benefits as a result of your mentoring partnership which could make a big difference to your life and your future career prospects.

Cranfield's Career mentoring programme is led by the Alumni Relations and Development team and the Careers and Employability Service, and we are here to support you. If you have any questions that are not answered in this handbook, please visit our [mentoring section](#) on the alumni website or [email us](#).

You can access the mentoring programme through the careers portal, Symplicity. Once you are registered and logged in you will be able to review the profiles of alumni mentors to gather insight into their careers and how they may be able to support you.

How can a mentor help you?

Taking part in the Career mentoring programme will allow you to explore a particular profession or employment area, develop work-related skills and confidence, and connect with relevant professionals to build effective career networks.

There are a variety of ways in which mentors can support you, below is a list of potential topics.

Building confidence	Interview preparation	Organisational skills
Career change	Job hunting methods	Resilience
Career pathways	Making new contacts	Role knowledge
CV reviews	Negotiation - including remuneration packages	Sector knowledge
Employability	Networking	Setting goals
Industry knowledge	Organisational knowledge and culture	Time management

Please note, a mentor will provide you with guidance and advice relating to their own expertise and experience - it is not their role or responsibility to find you a job.

Why should I take part?

- Learn which key skills need to be developed for success.
- Expand your personal networks.
- Enhance your employability skills.
- Increase self-confidence.
- Gain insights into particular careers and industries.
- Learn from a Cranfield graduate who has 'been there and done that'.
- Get an edge in career development.

How does the Career mentoring programme work?

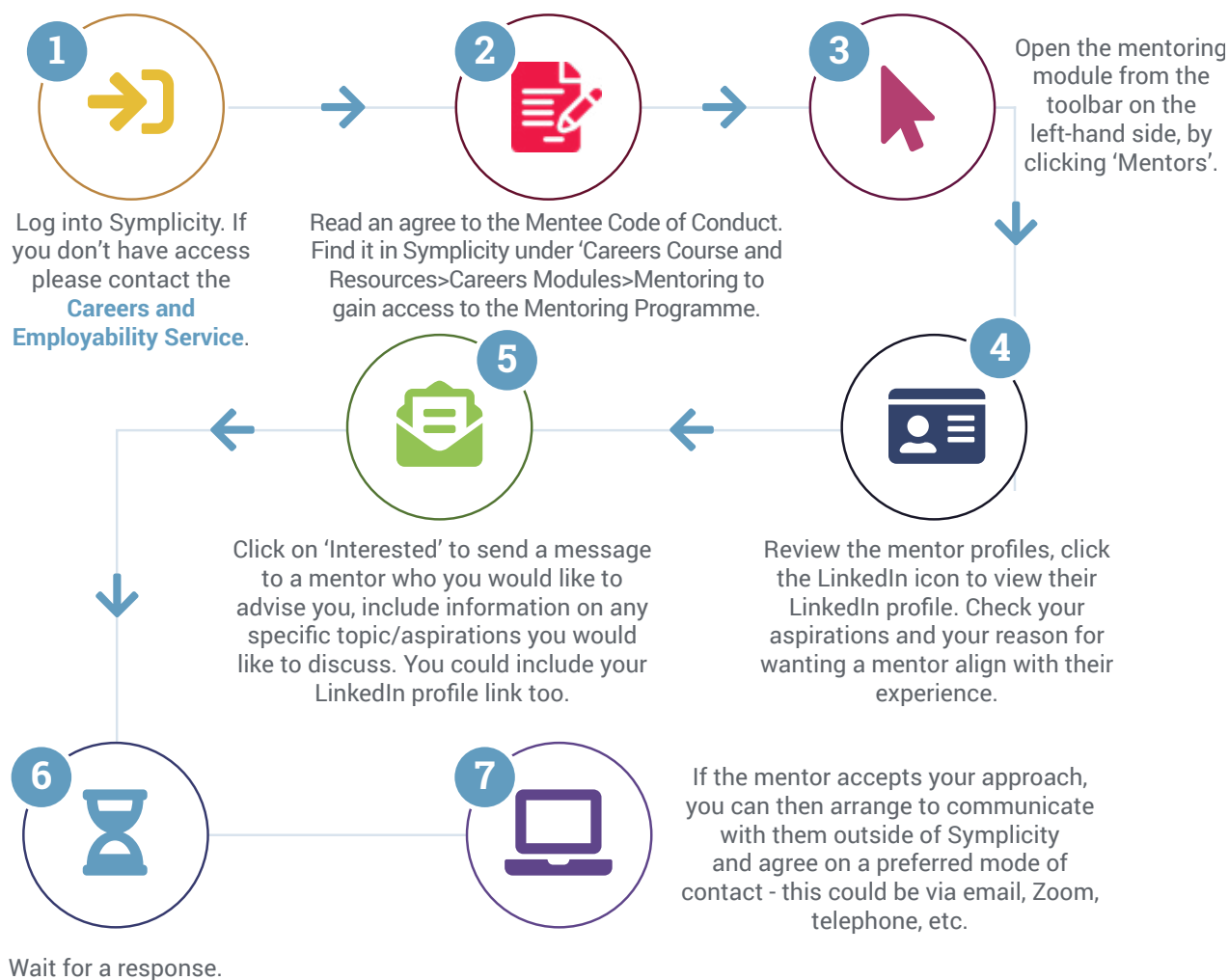
There is no set time commitment for a mentoring relationship – each is unique and depends on the requirements of the mentee. Some mentees will look for advice on a specific issue where they need regular advice over a short time frame. Others will be looking for somebody to provide them with advice over a longer period, which may span the academic year.

As a result, it is important to set the expectations on both sides during the first communications.

It is expected most mentoring relationships will last until the end of the academic year. Should you wish to continue the relationship after you have completed your studies please discuss this with your mentor - it is up to the mentor and mentee to jointly decide if they want to continue the relationship once you have completed your studies.



How to get started



Choosing a mentor

Before contacting a mentor it is important that you have thought about what advice you are looking for. Just because somebody is a CEO doesn't mean they are the right person to be your mentor. Think about the sector, industry, or job role you are looking for, either now or in the future, and review the mentor profiles to see who closely matches your learning requirements.

Make sure to explain in your first communication to your potential mentor why you have chosen to approach them as a mentor.

It may be that the mentor doesn't feel they can support or advise you in a particular area, in which case you are welcome to approach another mentor in the programme. If you would like some advice on how to phrase your request to a mentor please contact the **Careers and Employability Service**.

If a mentor decides to support you it is your responsibility to:

- Take the lead in arranging communications, meetings, etc.
- Keep your own notes on the meetings.
- Be open to ideas and feedback.
- Be motivated to implement ideas to improve your employability and career prospects.

Getting the most out of mentoring

Each mentoring relationship is different. When you first contact a mentor it is important to share information and set expectations at the outset, this can include:

- Being explicit in the advice and guidance you are asking for in your first communication and telling them some information about yourself - this will help the mentor reflect on how they can advise you or if they are the right person to be your mentor.
- Sharing how you want to communicate – online, phone, email, and how often.

To get the most out of your mentoring partnership you should:

- **Keep lines of communication open** – if you are particularly busy let them know.
- **Be professional** – this is both regarding actions and communications. Your mentor is a busy person, make sure that you respect the time they are giving you by responding to their communications in a timely manner.
- **Ensure you complete any agreed actions** – if you are struggling or finding something hard make sure you let them know – they are there to help you!
- **Keep communicating** – if you are finding something difficult, feel intimidated or don't want to be a burden let the mentor know.
- **Understand the role of a mentor** – their role is not to have every answer but to advise and signpost to appropriate resources.
- **Consider your long term objectives** – A mentor is offering a long term commitment of guidance and advice. Don't view the relationship as transactional for one thing or to get you a job (which mentors will not do) as you won't benefit from the real value of having a mentor.
- **Let your mentor know if you don't wish to continue the mentoring relationship** – not only does this show respect to the mentor it also means they are free to support one of your fellow students. A template email can be found on Symplicity.
- If anything about the contact makes you uncomfortable make sure to report this to the [Careers and Employability Service](#).

Ending the mentoring relationship

- **If the chemistry doesn't work.**

It may be that after your first meeting you don't feel like your mentor is the right fit, and you would like to approach another mentor. This is fine, we understand that not everybody will find the perfect mentor straight away. Your mentor will also be using the first meeting to get a better understanding of what you need and how they can help you.

However, if you do feel your mentor isn't the right fit for you please communicate this to the mentor in a respectful and courteous way. This ensures they are not chasing you and waiting for a response, and it also means they are free to meet with other mentees who would be a good match for a mentoring relationship.

- **If you have achieved your objective.**

When you first meet with your mentor you will discuss areas that you would like their advice and guidance on, and set objectives based on this discussion. Once your objectives have been met, you can discuss next steps with your mentor. You may both decide that you would like to stay in touch, or you may feel the relationship has come to a natural end. If you feel the mentoring relationship has come to its natural end, please be honest with your mentor and thank them for their support in helping you to achieve your aims. This will free up the mentor's time and enable them to decide if they wish to begin working with a new mentee.

Confidentiality

Mentoring is confidential. Your mentor will only disclose information to others when agreed in writing with you or if they believe there is a serious danger to yourself or others if the information is withheld.

The University asks all mentors and mentees to sign up to a Code of Conduct before commencing the programme. The details of these Codes of Conduct can be found below:

[Mentor Code of Conduct](#)

[Mentee Code of Conduct](#)

By participating in the mentoring programme you agree to adhere to the Code of Conduct.

Feedback

We will send you a survey at the end of the academic year to help us improve and develop the programme. We encourage you to complete this and share your experience so we can provide the best possible service.

You can also provide feedback to the [Careers and Employability Service](#) team at any time throughout the mentoring experience.

Careers and Employability Service

 [cranfieldcareers](#)

 [Cranfield Careers and Employability Service](#)

Alumni Relations and Development

 [Cranfield University Official Alumni Network](#)

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